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24 March 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Brief of Activities - Office of Security

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1. At the request of the Office of Training, [REDACTED] were briefed on polygraph techniques.

2. A staff study was completed and forwarded to the DCI through DD/S with the following recommendations:

- a. That the Office of Security review on a routine basis each employee's security file every five years to determine if further investigation is necessary at that time.
- b. That at the expiration of ten years of employment, appropriate National Agency name checks, police and credit checks be made, and that such limited field investigation be conducted as deemed necessary by the Director of Security.

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3. The first briefing of wives and dependents accompanying CIA [REDACTED] was given by officials of the Agency. Following introductory remarks by Mr. Baird, a fifteen minute talk was given by a representative of the Office of Security. The purpose of this talk was to set the security framework in which the briefings should be considered. A Secrecy Agreement was obtained from all dependents in attendance. The entire program was monitored by a representative of this office in order to determine whether the aggregate of the lectures adequately covered the security aspects of cover. A security representative will monitor the next several briefings to ensure that they conform with security policy.

4. A Secrecy Agreement form has been designed for execution by adult dependents who accompany CIA employees overseas.

5. Conferences of all Personnel Security Division personnel were held to discuss matters of mutual interest within the Personnel Security Division. These conferences will be held at either sixty or ninety day intervals.

6. A meeting was held with the Chief and members of the Requirements Staff, DR/P, to discuss liaison clearances as they pertain to the operations of that Staff. During this meeting it was ascertained that in most instances liaison clearances have not been requested in connection with the liaison conducted by the Requirements Staff. It was finally arranged that a list of approximately 600 people with whom liaison is now being conducted will be submitted for clearance, and that in the future individual requests will be submitted for new liaison contacts.

7. Security advice was furnished to the CIA Honor Awards Board in connection with a favorable recommendation for a CIA award to an individual now under cover overseas.

8. A representative of this Office recently attended meetings in Baltimore with the Bureau of Old Age and Survivors Insurance and with the Director of the Regional Internal Revenue Service. Concerning the BOASI, there is general agreement that the security problems of CIA would be best met by CIA maintaining its own records on social security benefits with periodic audits by cleared representatives of BOASI. A category of employee relationship, namely, the independent contractor, still offers some procedural difficulties from a security standpoint in appropriate reporting between the Internal Revenue Service and BOASI. This subject was discussed with the Baltimore Regional Director of the Internal Revenue Service and the matter is now under study.

9. Also discussed with the Regional Director of Internal Revenue was the problem of individuals being asked by the Internal Revenue Service for certifications from their parent department or agency that the deductions they were asking for by reason of sick leave were in fact authentic. The Internal Revenue Regional Director was very cooperative with respect to this matter and offered to handle such inquiries himself when brought to his attention by CIA. It is believed that the Regional Director will cancel such inquiries upon proper oral representation by CIA.

25X1A6a 10. On 21 March 1955, the move of the Records Center located at [redacted] began. Two representatives of the Office of Security are providing armed escort for the material from [redacted] to the new Records Center at [redacted]. The move is expected to take from four to six weeks. As a side light, a complete test of the car radios is being made and already they have proven their worth. One of the trucks broke down in an isolated section of the trip, but by radio contact, it was possible to have a new tractor sent out and the trip was resumed within one-half hour. It was also found that the approximate radio reception range is fourteen miles. Further tests will be made.


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11. Members of the Clark Committee were security briefed regarding area control requirements in lieu of guard protection during working hours at their office in General Accounting Office. Guard service is currently provided the Committee office from 5:00 p.m. to 9:00 a.m. on weekdays and on a 24 hour basis over weekends and holidays.

12. A survey was completed and report forwarded to the DD/I through Deputy Director (Support) covering controls exercised over the Foreign Liaison Officer Program in the office of the DD/I.



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14. The Security Office arranged for a briefing of Immigration officials by FI Staff personnel on the capabilities of potential foreign enemies to infiltrate the United States through the land borders and sea borders. The Immigration and Naturalization Service officials have advised that the briefing was very helpful in orienting their thinking and that they would submit specific questions to the DD/P to cover modus operandi of foreign agents.



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16. A request was received by this Office from the WH Division to identify an individual who placed a telephone call from Bogota, Columbia to Mexico City, Mexico. The recipient of the call is of interest to the WH Division. In a short period of time, the identity of the individual who placed the call was determined by this. See.

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Sheffield Edwards
Director of Security

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